

LSOP Title	Ordering for the lab
LSOP No.	LSOP67
Version	1.1
Location	UQ Node/Centre-wide
Policy/Procedure Link	
Risk Assessments	
Approved by	Franziska Fichtner
Date Approved	10/05/2022
Date Effective	16/11/2021
Next Review Date	16/11/2026
Contact for Assistance	plantsuccess@uq.edu.au

1.0 Scope

This procedure covers the use of UQ UniFi to submit order requests for lab supplies.

This LSOP does not cover ordering equipment or other purchases for outside of laboratory use. This LSOP is to only be used by Lab Members of the Beveridge Group.

2.0 Definitions

BIOL – Biology

3.0 Materials and Equipment

1. Computer
2. List of items needed

4.0 Prescribed Actions

1. Open Firefox web browser

N.B. UniFi is subject to issues when submitting order requests with non-firefox browsers

2. Log into my.UQ website
3. Navigate to UniFi (see figure 1)
4. When e-procurement opens (see figure 2), select requisitions (see figure 3)
5. Under Business Unit put in "05500" for Biological Sciences (see figure 4)
6. Fill requisition form (as per figure 5)

7. Beveridge Details are (as per figure 6):

- a. Location: 010008-01C
- b. GL unit: UQ001
- c. Opal unit: 1005501
- d. Site: 01
- e. Fund: 423
- f. Func: 21
- g. PC bus unit: UQ001
- h. Project: 022661 – this is specifically for the ARC LAUREATE. There are other projects associated that will have their own. If unsure please talk with Sue (s.rowcliffe@uq.edu.au).
- i. Proj Fund: 423

8. Press OK

9. It will automatically navigate to the requisition screen

10. Select UQeMarket (figure 7)

11. Use the search function to search for required items (figure 8 & figure 9)

12. When ready to place order select checkout (figure 10)

13. It will automatically navigate to the checkout screen.

14. From here ensure that all of the fields are correctly filled out for EACH item (figure 11)

15. Once fields are filled you can submit the order for review (figure 12)

N.B. it may ask for an additional fee for delivery or transport of biohazardous goods. The order may not submit if this is required for delivery so be sure to add it if it asks

16. Collect order from BIOL Goods and Services on Level 1.

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

ARC COE for Plant Success in Nature and Agriculture: *Ordering for the Lab*

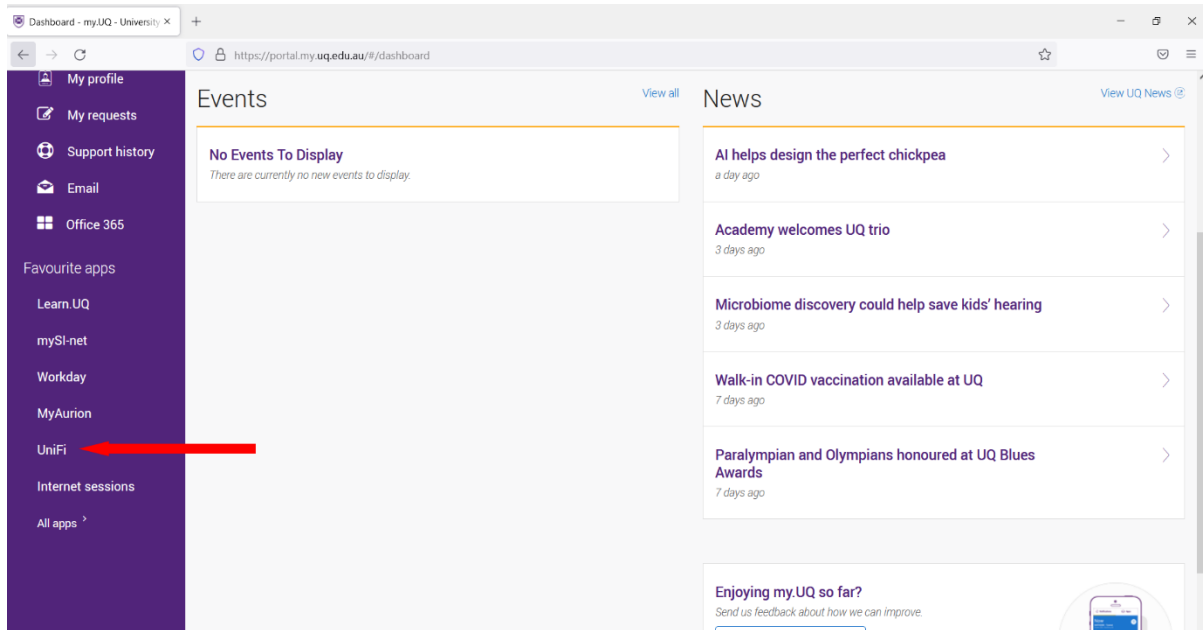


Figure 1: To Access UniFi Login to My.UQ. It is located to the left under the apps Tab

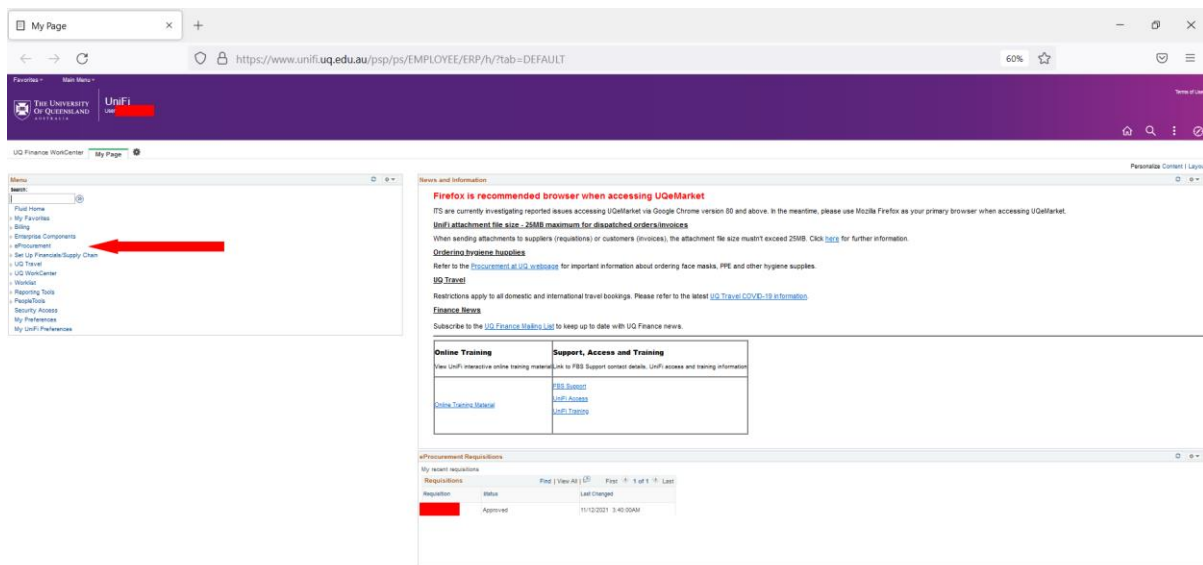


Figure 2: Once Selected it will bring you to this screen select “eProcurement”

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)
ARC COE for Plant Success in Nature and Agriculture: *Ordering for the Lab*

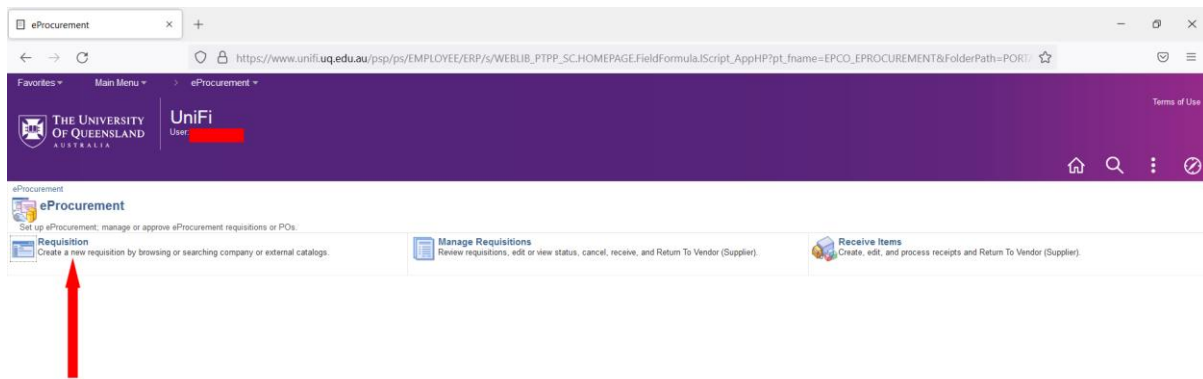


Figure 3: In the eProcurement Screen select Requisitions

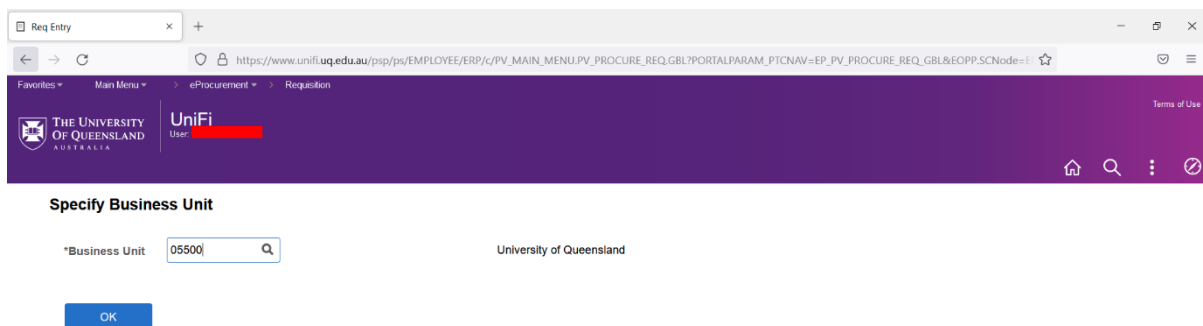


Figure 4: Under Business Unit put in “05500” for Biological Sciences

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)
ARC COE for Plant Success in Nature and Agriculture: *Ordering for the Lab*

Requisition Settings

Business Unit: 05500 Biological Sciences Requisition: [] Name: [] Priority: Medium → Do Not Send PO to Supplier: ☐

*Requester: [] *Currency: AUD

Line Defaults

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Note: The defaults specified in this page will be applied to requisition lines which are available for sourcing when there are no predefined values for these fields.

Supplier: [] Category: [] Supplier Location: [] Unit of Measure: EA Buyer: []

Shipping Defaults

Ship To: 010008_01C Due Date: [] Attention: []

Distribution Defaults

SpeedChart: []

Accounting Defaults

Chartfields1	Details	Asset Information	Personalize	Find	First	1 of 1	Last			
Dist	Percent	Location	GL Unit	Opal Unit	Site	Fund	Function	Account	PC Bus Unit	Pr
1		010008_01C	UQ001							

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Figure 5: Then you will be required to input the specific fields for your Requisition

Requisition Settings

Business Unit: 05500 Biological Sciences Requisition: [] Name: [] Priority: Medium → Do Not Send PO to Supplier: ☐

*Requester: [] *Currency: AUD

Line Defaults

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Note: The defaults specified in this page will be applied to requisition lines which are available for sourcing when there are no predefined values for these fields.

Supplier: [] Category: [] Supplier Location: [] Unit of Measure: EA Buyer: []

Shipping Defaults

Ship To: 010008_01C Due Date: [] Attention: []

Distribution Defaults

SpeedChart: []

Accounting Defaults

Chartfields1	Details	Asset Information	Personalize	Find	First	1 of 1	Last		
Location	GL Unit	Opal Unit	Site	Fund	Function	Account	PC Bus Unit	Project	Proj Fund
010008_01C	UQ001	1005501	01	423	21		UQ001	022661	423

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OK Cancel

Figure 6: The details as shown above are specific to Beverage Lab Ordering, if it is your first time ordering double check your specific requisition fields

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

ARC COE for Plant Success in Nature and Agriculture: *Ordering for the Lab*

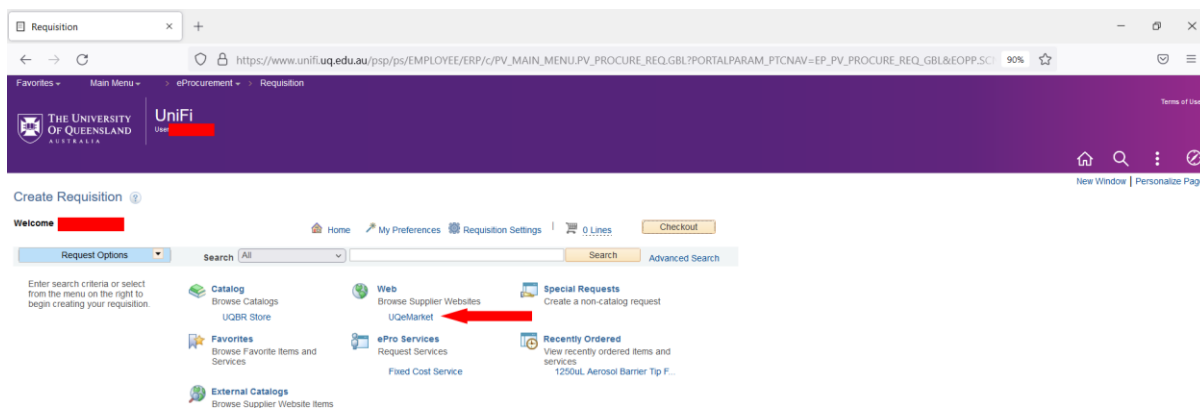


Figure 7: Once the fields are filled and OK is selected you will relocate to the create requisition screen, Select UQeMarket

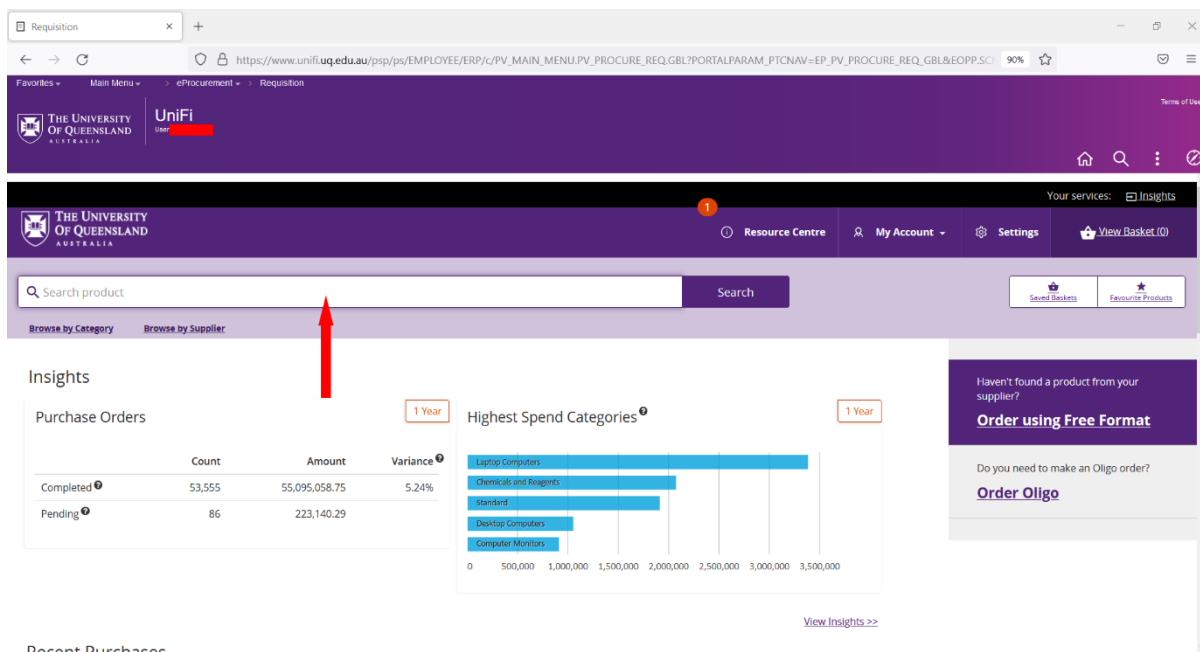


Figure 8: Once selected input desired product codes or terms into the search bar

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

ARC COE for Plant Success in Nature and Agriculture: *Ordering for the Lab*

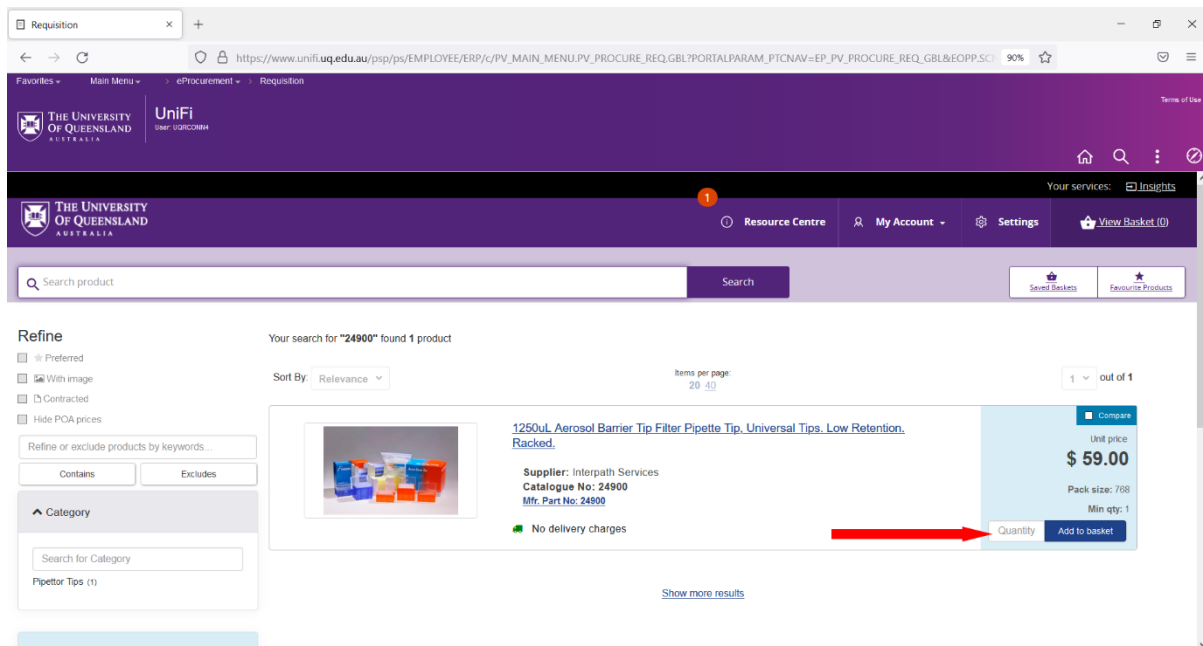


Figure 9: For Example “24900” is the code for 1250uL Tips, Select quantity of product and Add to basket

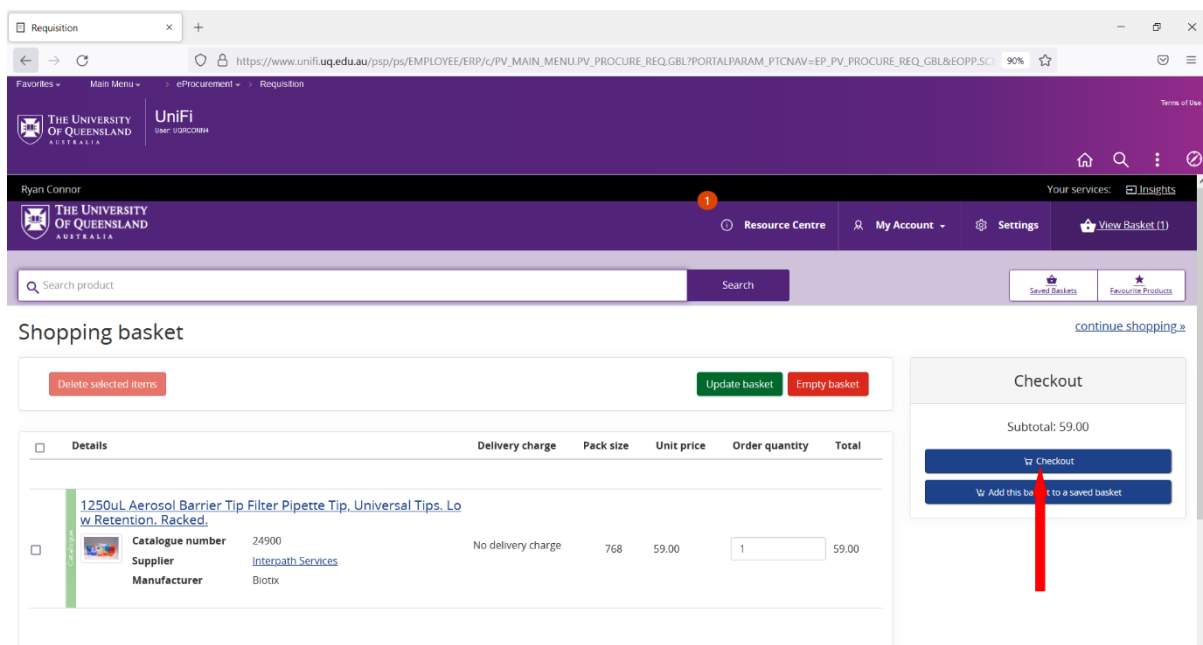


Figure 10: When all Items have been added select Checkout

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)
ARC COE for Plant Success in Nature and Agriculture: *Ordering for the Lab*

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit 05500 Biological Sciences

Requester Ryan Connor

Currency AUD

Requisition Name

Priority Medium

Do Not Send PO to Supplier

Business Unit

Cart Summary: Total Amount \$9.00 AUD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Amt Only	Details	Comments	Delete
1	1250ul Aerosol Barrier Tip	1250ul Aerosol Barrier Tip	Interpath Services Pty Ltd	1.0000	Each	\$9.0000	\$9.00				

Select All / Deselect All

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount \$9.00 AUD

Shipping Summary

Edit for All Lines

Ship To Location

Address

010008_01C
 School of Biological Sciences
 Rm 165, Lvl 1, Goddard Bld 8
 Mansfield Place
 University of Queensland, QLD 4072

Attention To

Figure 11: In the checkout page ensure all specified fields are filled on each item. Sometimes these will have to be filled manually

Shipping Line 1

Ship To 010008_01C

Address

School of Biological Sciences
 Rm 165, Lvl 1, Goddard Bld 8
 Mansfield Place
 University of Queensland, QLD 4072

Attention To

Due Date

Quantity 1.0000

Price 59.0000

Price Adjustment

Pricing Inquiry

Pricing Workbench

Accounting Lines

Distribute By City SpeedChart

Accounting Lines

Line	Status	Location	Quantity	Percent	Merchandise Amt	Opal Unit	Site	Fund	Function	Account	PC Bus Unit	Project	Proj Fund
1	Open	010008_01C	1.0000	100.0000	59.00	1005501	01	423	21	700585	UQ001	022661	423

Select All / Deselect All

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount \$9.00 AUD

Shipping Summary

Edit for All Lines

Ship To Location

Address

010008_01C
 School of Biological Sciences
 Rm 165, Lvl 1, Goddard Bld 8
 Mansfield Place
 University of Queensland, QLD 4072

Figure 12: Once fields are filled you can submit the order for review, it may ask for an additional fee for delivery or transport of biohazardous goods. The order may not submit if this is required for delivery so be sure to add it if it asks